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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: NASA Telework Program

Responsible Office: Office of Human Capital Management

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Chapter 2. Eligibility

2.1 All employees are eligible to participate in the Telework Program unless they meet one of the following business-based criteria:

- a. The position requires, on a regular and recurring basis, direct handling of classified materials.
- b. The employee performs onsite activities that cannot be conducted remotely or at an alternative worksite.
- c. The employee's last performance rating of record was less than fully successful.
- d. The employee's conduct has resulted in disciplinary action within the last 12 months.

2.2 Although the above criteria establish situations wherein an employee may be ineligible, eligible employees' participation in the Telework Program is dependent upon their supervisor's approval. A supervisor may deny an eligible employee's request to telework when it is in the best interest of the organization to do so; e.g., based on staffing needs. Eligibility does not equate to entitlement.

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